

International Student Application Form

SEND APPLICATION FORM TO:

Ottawa International Student Programs (OISP)
Ottawa-Carleton Education Network
440 Albert Street, Room C315
Ottawa, ON K1R 5B5 Canada

FOR FURTHER INFORMATION, PLEASE CONTACT:

OISP Office
Telephone: 1-613-239-0277 Fax: 1-613-239-0608
e-mail: ocenet@ocdsb.ca
website: www.ocdsb.ca/oisp

ADMISSION AND SCHOOL ENTRY SCHEDULE

Activity	1 st Semester (5 months) September to January	2 nd Semester (5 months) February to June
Last day for receipt of application	June 15	November 30
Students arrive in Ottawa	3 rd Saturday in August	3 rd Saturday in January
Assessment, Orientation, & Registration	Last 2 weeks in August	Last 2 weeks in January
School begins	First week of September	First week of February

I learned about the Ottawa-Carleton District School Board from:

Friend or relative Education Fair Government office Advertisement
 Internet Canadian Education Centre (CEC) office
 Agent _____
 Other _____



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

Ottawa International Student Programs (OISP)



Application for Admission

Student Information

Print Clearly

Surname (Family Name)		Given Names		English Name	
Sex ○ M ○ F	Date of Birth (month/day/year)	Citizenship	First Language		Country of Birth

Home Country Mailing Address

Street Address					
City		Province		Country	
Postal Code		Telephone Number		Fax Number	
Student E-mail Address					

Parents' Information

Father's Surname		First Name		Work Telephone Number		E-mail Address	
Mother's Surname		First Name		Work Telephone Number		E-mail Address	

Agent's Information (if applicable)

Surname		First Name		Relationship/Agency Name			
Street Address							
City		Province		Country		Postal Code	
Telephone Number		Fax Number		E-mail Address			

Living in Ottawa

All students participating in the international student program must live with a family for the duration of their studies. For those under the age of 18, students must have a responsible adult in Ottawa who is a parent or a citizen/permanent resident of Canada to act as his or her **custodian**. Notarized custodianship papers need to be submitted to Citizenship and Immigration Canada when applying for a study permit.

Homestay and Custodianship are provided by the Ottawa International Student Program (OISP) and are managed by Canada Homestay International (CHI). Please complete the homestay application to arrange for these services. If you have already have a family to live with in Ottawa, please complete A and B below.

A. Home Address in Ottawa

Surname		First Name		Relationship to Student			
Street Address							
City		Province		Postal Code			
Telephone Number		Fax Number		E-mail Address			

B. Custodian's Information (If different from above)

Surname		First Name		Relationship to Student			
Street Address							
City		Province		Postal Code			
Telephone Number		Fax Number		E-mail Address			

Medical

List any medical conditions that school staff should be aware of:

List any physical disabilities that the school should be aware of:

English Ability

Please check the appropriate answer(s).

- A. How many years have you taken formal English classes?
 In school 1 yr 2 yrs 3 yrs 4 yrs more
 Private lessons 1 yr 2 yrs 3 yrs 4 yrs more
- B. When do you speak English?
 at school at home with friends at private lessons
- C. What can you do in spoken English?
 respond to personal questions using short answers
 take part in conversations on a range of topics
 express, support and elaborate a point of view or opinion
 maintain face to face conversation on familiar topics
 discuss or explain an idea
- D. What can you read in English?
 short passages short stories novels
 newspaper articles newspaper editorials textbooks
- E. How do you rate your written level of English?
 I can answer simple questions in short sentences.
 I can write a simple description of a picture.
 I can write a short paragraph on a personal topic.
 I can write a short explanatory paragraph in response to a reading.
 I can write a letter or e-mail.
 I can write a composition of three or more paragraphs to develop a central idea.
 I can write a short essay introducing, developing, and concluding an argument.

PLACE STUDENT
PICTURE HERE

**Based on the results of your initial English language assessment in Ottawa, you may be required to take intensive English classes at Young People's Language School (YPLS) prior to entering school.*

Education

Name of Past School and Present School	Grade Completed	Date From	Date To

When do you want to begin school? Semester 1 (September) Semester 2 (February – High School only)

How long do you plan to study? 1 semester 2 semesters longer

Which grade level are you applying for? _____

What are your goals?

Graduate from high school in Ontario Return to school in my home country Other
 Attend university/college in Canada Develop English skills only _____

Young People's Language School (YPLS) www.ypls.ca

Before starting school, would you like to attend the High School Foundation Program at YPLS to improve your level of English?
 Yes No If yes, please choose the session(s) you would like to apply for:

Jan 07 – Feb 29 Mar 03 – Apr 25 Apr 28 – Jun 20 Jun 23 – Aug 15 Other dates: _____

**If you indicate 'yes', this application will apply to both high school and YPLS. You will not need to fill out separate forms.*

Course Preference

Please check (✓) the appropriate answer(s). Your answers will help us to get to know you and will help the school suggest a suitable timetable for you.

A. When you attend high school in Ottawa, which courses would you like to take?

_____ Mathematics	_____ Science	_____ History	_____ Music
_____ Computer Technology	_____ Social Science	_____ Geography	_____ French
_____ English	_____ Chemistry	_____ Business	_____ Visual Arts
_____ Physical Education	_____ Biology	_____ Physics	_____ Other

B. What career would you like to pursue? _____

C. After school, what activities would you like to do? _____

D. Are there any courses that you **must** take while in Canada? Yes No

If yes, please list.

School Placement

Are there any schools you prefer to attend in Ottawa? Yes No

1. _____ 2. _____ 3. _____

**The Ottawa-Carleton District School Board reserves the right to determine the grade and final school placement.*

Participation Agreement

For the health, welfare and academic well-being of students, the rules and guidelines below must be followed:

As an international student, you will:

1. live with a local family
2. obey the laws of Canada and the rules and customs of the school in which you are enrolled
3. contact the Ottawa International Student Programs office and your school if you move
4. attend school on a daily basis (a written note from your custodian/guardian or host parent must explain any absences)
5. obey teachers and follow reasonable rules established by host parents
6. follow the rules and guidelines of the Ottawa International Student Programs

You must also:

1. make determined efforts in your school work
2. maintain a full-time timetable (high school students must take a minimum of 3 courses per semester in a semestered school and 7 in a non-semestered school)
3. complete all homework and assignments
4. maintain at least a "C" or 65% grade point average
5. participate in a school sport or club activity
6. permit the school to share the contents of school attendance and academic reports with your parents, custodian/guardian, the Ottawa International Student Programs office and host parents in order that guidance and assistance can be provided as required

I have read, understand and agree to follow the rules and guidelines as outlined above.

I have read, understand and agree to the rules and guidelines as outlined above.

Signature of Student

Signature of Parent

Any continuous failure to abide by the above guidelines may result in dismissal from school and the Ottawa-Carleton District School Board. Students dismissed from the Ottawa International Student Programs may be sent home at his/her own expense without refund of fees.

Field Trips

Education activity programs involve certain elements of risk. Injuries may occur while participating in activity programs. The risk of sustaining injuries results from the nature of the activity and can occur without any fault of either the student, or the school, its employees/agents or the facility where the activity is taking place. By choosing to take part in the Ottawa International Students Program and Young People's Language School, if applicable, you are accepting the risk that your child may be injured. The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in any activity.

- I give permission for my child to participate in activities and field trips as arranged by the school, the Ottawa International Student Programs and Young People's Language School, if applicable.
- I consent to the inclusion of photographs of my child in the following, if applicable: student record; photo albums; videos and films; photographs; interviews by the media as part of a school activity; program promotional materials; Ottawa-Carleton District School Board's website; Young People's Language School's website; and Ottawa International Student Programs' publications.

Signature of Father

Signature of Mother

Parent and Student Responsibilities

I acknowledge that the Ottawa International Student Programs, the Ottawa-Carleton District School Board (OCDSB), and Young People's Language School, if applicable, reserve the right to dismiss students and return them home, at their expense, without tuition refund for violating school rules, the OCDSB Code of Conduct, or the laws of Canada.

I therefore agree to uphold all rules and regulations and cooperate with administrators, teachers and students in the Ottawa International Student Programs, Ottawa-Carleton District School Board, and Young People's Language School, if applicable.

I fully understand the refund policy of the OCDSB. I understand that the OCDSB shall not be held liable for losses or expenses as a result of the Board being unable to provide education owing to labour disputes or other causes beyond its control.

Signature of Student

Signature of Parent

Date

Date

